Draft Logic Model Q and A's

Q1: What is the logic model?

A1: The logic model is a tool used for projecting and reporting housing counseling and education activities and outcomes attributable to a HUD Housing Counseling grant.

Q2: How do I access the Housing Counseling Logic Model?

A2: The logic model is available with the application downloaded through grants.gov. It is also available through HUD Clips at the following address. Search for form HUD – 96010 and select the Housing Counseling Version.

http://www.hudclips.org/cgi/index.cgi

Q3: What is the difference between an output and an outcome?

A3: Outputs are the services and activities that are provided to clients. Outcomes are the impact as a result of the services provided. For example:

A client may receive pre-purchase counseling. The counseling is considered the output activity. The actual purchase or non-purchase of a home would be two possible outcomes.

Q4: Does the form capture outcomes for group education?

A4: No. Like the form HUD-9902, no outcomes are required for participants of group education.

Q5: How is the logic model used?

A5: The logic model is used by HUD to evaluate agency activity under a HUD Housing Counseling grant in comparison to projections proposed by the agency in their application, or later revised if actual grant size was less than the requested award. The data collected will also be used to report to Congress, the Office of Management and Budget (OMB), the media, etc regarding HUD Housing Counseling Grant Program impact.

Q6: I noticed that the Housing Counseling Program logic model has changed compared to previous years. What were the major changes?

A6: The FY 2006 NOFA logic model only contained a limited number of outcomes. We only selected a limited number of outcomes because at that point we were still collecting grant activity data on the form HUD-9902 and we were reluctant to ask for the same data in two forms. In retrospect, we realize this was a mistake because applicants didn't have on the logic model the full menu of outcomes to choose from when applying or reporting.

For some applicants, none of the handful of outcomes were relevant to their program. For example, few to no outcomes related to rental or homeless counseling. Some applicants were reluctant to select an output when there was no corresponding outcome to select. To address these issues, the 2007 now contains every possible outcome listed on form HUD-9902.

The FY 2007 logic model also makes clearer exactly which outputs are **one-on-one counseling** and which are **group sessions.** For example, we reworded the counseling outputs to read like this

"Pre-Purchase/Home buying – **One-on-one counseling** participants"

Also, there are no **totals** this year. Last year, it was confusing because it was unclear whether the output "total one-on-one counseling" was related to one need in particular or to the whole proposed program. Consequently, there were often duplicate outputs listed. We reworded and improved the list of possible outcomes and believe that the improved word choice will help avoid a lot of the confusion caused by the 06 NOFA logic model.

We also tried to word the outcomes in a way that links outputs and outcomes. For example, all outcomes associated with the pre-purchase/homebuying need and related outputs now read like the following example….

Counseled on pre-purchase /home buying, purchased home

Q7: Does the logic model replace the form HUD-9902?

A7: The form HUD-9902 will still be required. However, on the form HUD-9902, agencies only enter total counseling activity under all sources of housing counseling funding. Activity attributable to a HUD Housing Counseling grant is captured on the logic model. So the logic model replaces the old **HUD grant activity column** of the form HUD-9902, the right hand column.

Q8: Should the auto-populated HUD **grant activity column** of the form HUD-9902, the right hand column, equal the values entered into the logic model?

A8: The **grant activity column** of the form HUD-9902, the right hand column, is now auto-populated by HCS based on a ratio of HUD Housing Counseling Grant(s) to total housing counseling program budget. These calculated figures are meant to be a tool or reference for agencies and for HUD, but do not necessarily reflect actual activity that grantees attribute to a HUD housing counseling grant. Agencies can use these prorated figures to complete the logic model. In this case the logic model and the auto-populated right hand column of the 9902 would equal. However, the logic model and the auto-populated right hand column of the 9902 do not have to equal. For example, agencies may choose to spend their HUD Housing Counseling grant on reverse mortgage counseling exclusively. In this example, the logic model would only reflect that activity.

By contrast, the auto-populated right hand column of the 9902 prorates every line of the form.

Q9: Does an agency use the same methodology to complete the logic model as they do for the form HUD-9902?

A9: Yes. The methodology is the same for both.

Who is counted as a "client"? Neither the logic model or the form HUD-9902 counts clients. These documents are not designed to record the exact number of clients projected or served but rather the number of unique counseling or education services provided.

Example: If an individual comes in for one type of counseling (e.g. pre-purchase), it is recorded. If, later in the reporting period, the same individual comes in for another type of counseling (e.g. default counseling), then this would be recorded as a new activity. By contrast, **if multiple topics are covered in one counseling session**, the topics are counted as one activity.

Q10: What counts as a course/educational activity?

A10: A course or educational activity is a formal class, with established curriculum and instructional goals provided in a group or classroom setting, covering topics applicable to groups of people such as renter rights or the homebuying process.

Q11: If a course on one distinct topic occurs over multiple sessions, does this count as multiple courses?

A11: No. A course on one unique topic involving multiple sessions still counts as one course.

Q12: What if one course covers multiple topics. Can we count the course multiple times?

A12: No. A course covering multiple topics still counts as one course. Choose the most relevant or appropriate topic to classify it.

Q13: Should applicants list output or outcome multiple times in the same "Need" category?

A13: No. Each output and each outcome should be listed only once in each "Need" category.

Q14: Why is there a pre and a post column after both the output and outcome columns?

A14: The pre column is for making projections in the application. The post column is where eventual grantees enter actual activity data.

Q15: How many worksheets does an applicant need to complete?

A16: Complete only one worksheet for the entire year. Use the Year One tab.

Q17: A lot of outcomes were added in FY 2007. How should the applicant complete the logic model if there is not enough space?

A17: The applicant should submit multiple logic models and use the Year 1 tab in each.

Q18: Grantees submit quarterly reports. Should an applicant make quarterly projections?

A18: No. Only make projections for the complete grant period, one year.

Q19: When opening the logic model excel file, should we click "enable macros" in the dialogue box?

A19: When opening the logic model excel file, the applicant should agree to **enable macros.** This will enable the applicant to enter up to three items per project for "other" outputs and outcomes, as well as units of measures.